

# NOTES

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TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: March 29, 2017

SUBJECT: Materials for Your Information


Please find attached the following materials for your information:

1. A memo from Gary Fenton, Recreation and Parks Director, regarding the postponement of the Special Olympics event from March 31<sup>st</sup> to April 7<sup>th</sup>
2. A memo from Gary Fenton, Recreation and Parks Director, regarding the Town Common Playground Closure on April 3<sup>rd</sup> and 4<sup>th</sup> due to tree trimming
3. A memo from Gary Fenton, Recreation and Parks Director, providing information on the Skatepark Planning Session on April 6, 2017 from 6:00 PM- 8:00 PM at the Jaycee Park Auditorium
4. A flyer announcing the upcoming Spring Clean-Up event, scheduled for April 8, 2017
5. A memo from Gary Fenton, Recreation and Parks Director, providing an update on the Town Common fishing pier and boat ramp
6. A memo from Ben Griffith, Community Development Director, regarding the 2017 GUC Energy Efficiency Program Funds
7. A memo from Ben Griffith, Community Development Director, providing information on National Community Development Week, April 17<sup>th</sup>-22<sup>nd</sup>
8. A memo from Ben Griffith, Community Development Director, providing information on the Human Relations Council's Fair Housing Month activities

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Attachments

# Memo

**To:** Barbara Lipscomb, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks   
**Date:** March 29, 2017  
**Re:** NTC – Special Olympics Rain date

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Our local 2017 Special Olympics Spring Games were originally scheduled for the Rose High School Stadium on this Friday, March 31, 2017. However, because the weather forecast is predicting a 90% chance of thunderstorms on Friday, staff has decided to postpone the event until the following Friday, April 7, 2017.

Opening ceremonies will begin at 9:45 a.m.


Early cancellations are always risky, because if the stormy weather doesn't ultimately materialize, the cancellation may turn out to have been unnecessary. However, this event involves about 350 students from all Pitt County Schools, and requires the coordination of a great deal of transportation services.

Advance notice of any cancellation is needed. In addition, the event includes the rental of large tents, and a later postponement would result in the City incurring a significant rental charge.

Please let me know if you have any questions.

cc: Merrill Flood, Assistant City Manager  
Don Octigan, Interim Recreation Superintendent

# Memo

**To:** Barbara Lipscomb, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks   
**Date:** March 29, 2017  
**Re:** Town Common Playground Closure

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The playground at Town Common will be closed Monday and Tuesday, April 3<sup>rd</sup> and 4<sup>th</sup>, from 8 AM until 5 PM each day.

The closure is due to tree trimming that needs to take place within the confines of the playground. Parks Planner Lamarco Morrison (the Project Manager) will have signs posted notifying the public about the closure. CE Wilson is the contractor performing the work and feels this closure is a needed precaution.

Please let me know if there are any questions or concerns.

Thank you.

CC: Merrill Flood, Assistant City Manager  
Brock Letchworth, Communications Manager / Public Information Officer  
Lamarco Morrison, Parks Planner  
Dean Foy, Parks Superintendent

# Memo

**To:** Barbara Lipscomb, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks   
**Date:** March 28, 2017  
**Re:** Skatepark Planning Session

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The Greenville Recreation and Parks Department and Greenville Advocates for Public Skateparks (GAPS) will facilitate a public planning session to gain public input. The planning session will be held on Thursday, April 6, 2017 from 6 – 8 pm at the Jaycee Park Auditorium, 2000 Cedar Lane, and will include representatives of the “BMX community” as well as GAPS and city staff.

Stakeholders are invited to participate in a programming exercise that will explore an array of skatepark and other extreme sports park elements. A flyer for the upcoming event is attached.

Please let me know if you have any questions.

cc: Merrill Flood, Assistant City Manager  
Lamarco Morrison, Parks Planner

Attachment

**APRIL 6TH - 6:00PM**



PRELIMINARY PUBLIC

# SKATEPARK MEETING

at the Parks & Rec Building Auditorium  
2000 Cedar Lane Greenville NC 27858

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## **JAM SESSION**

**at Jaycee after the meeting**

# Spring Clean-Up

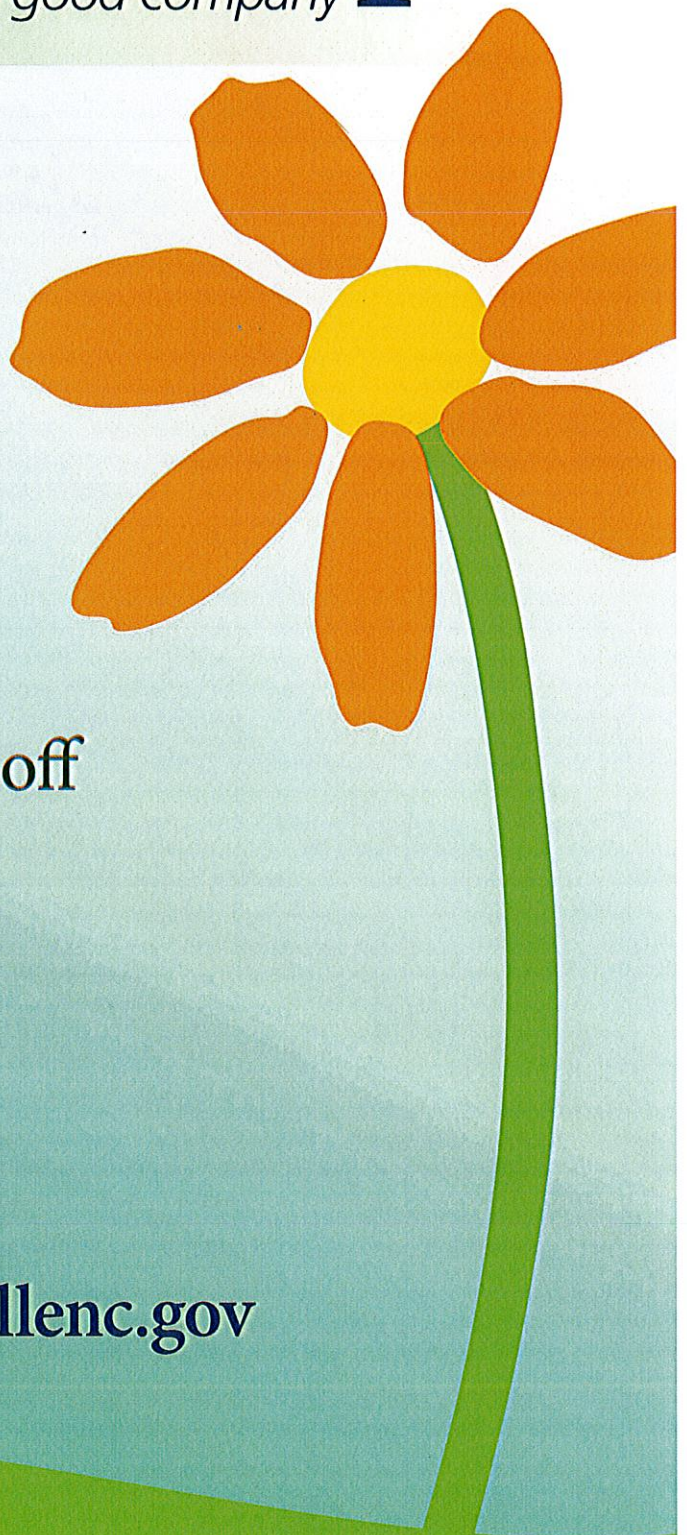
*Doing good in good company*

Volunteer this spring  
and make a difference  
in your community!

**April 8, 2017**


Begins with a 9:00 AM kick-off  
at the Lucille W. Gorham  
Intergenerational Center  
(1100 Ward St, Greenville)

To volunteer, please contact  
AJ Basile at (252) 329-4114  
or sign up online at [greenvillenc.gov](http://greenvillenc.gov)



*Find yourself in good company®*

# Memo

**To:** Barbara Lipscomb, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks   
**Date:** March 29, 2017  
**Re:** NTC – Update on Town Common River Amenities

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The long awaited replacement of the Town Common Pier — now known as the “Robert Lee Cherry Fishing Pier” — is finally complete, and staff have been in touch with the Cherry Family regarding their desires for a ribbon cutting and dedication.

They would like the event to take place at noon on Saturday, April 22<sup>nd</sup>, which will allow out-of-town family members to travel to Greenville to participate that weekend. Obviously, it will have to be a “rain-or-shine” program.

We wanted to give the Mayor and Council members advanced notice about this event.

In addition, as development and the implementation of the adopted Town Common schematic plan continues and we’ll await approval on an evolving design proposal for a kayak and canoe launch. During this time we plan to permanently close the old concrete boat ramp to motorized boats (except Greenville Fire and Rescue watercraft), effective Monday, May 1<sup>st</sup>, 2017. Though the Town Common schematic master plan recommends future closure, an accelerated schedule is necessary for the following reasons:

- (1) Generally, river conditions at this site are not conducive to accommodating large boats, in that the river is quite shallow. The average depth of the Tar at the Town Common boat ramp, under normal conditions, ranges from two feet to three and a half feet. Silt from stormwater runoff has accumulated in this area over the years, and representatives from the Army Corp of Engineers (USCOE) have indicated that there are no plans to dredge the Tar River in Greenville.
- (2) The boat ramp has become an increasingly popular put-in location for kayaks and canoes. Coincidentally, a portion of the boat ramp may be a viable option as a site for the installation the proposed accessible canoe/kayak launch, for increased likelihood that the project can achieve a no-rise certification and be granted a building permit from the USCOE and NC Department of Environment and Natural Resources (NCDENR).
- (3) New Town Common amenities have increased visits to and use of the park tremendously. As a result, the parking area designated for trucks and boat trailers has become congested with vehicular circulation, and a demand for parking. Amenities and construction planned for the immediate future should further increase park use and the need for parking, yet we’re understandably resistant to expanding asphalt coverage in the park for parking. Rather, the

schematic plan recommends reconfiguring the existing area for vehicular parking and accommodations for canoe/kayak put-ins.

- (4) The interaction between vehicular and pedestrian circulation in the parking lot has become of increasing concern with the addition of the very popular inclusive playground. Future plans recommend that the drive and parking area be realigned to make the interaction between vehicular traffic and pedestrians safer, and allow for the South Tar Greenway walkers/riders to cross this area safely as they enter or exit the park on the east. Eliminating the presence of vehicles with boat trailers will help mitigate the unsafe interaction while planning takes place for the realignment and resulting parking improvements.

We believe that the State-owned facilities at Port Terminal Road are better equipped to accommodate patrons that want to launch their trailered boats in Greenville. The City will soon erect signs directing Town Common patrons to the boat ramps at Port Terminal Road, to prepare any current users of the Town Common boat ramp for its forthcoming closure on May 1<sup>st</sup>, 2017.

The boat ramp will remain accessible to canoe and kayak put-ins while the engineering plans for the accessible kayak/canoe launch are being completed and submitted for building permits.

Certainly there are some citizens who prefer to utilize this ramp to launch their trailered boats whenever water depths allow it. But it's a matter of "the greater good," and, at least at this time, space restrictions which limit the ability to serve all interests along the river's edge at Town Common.

Please let me know if you have any questions.

cc: Merrill Flood, Assistant City Manager  
Lamarco Morrison, Parks Planner



# Memorandum

**To:** Merrill Flood, Assistant City Manager

**From:** Ben Griffith, Community Development Director *Ben*

**Date:** March 29, 2017

**Subject:** 2017 GUC Energy Efficiency Program Funding Report

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In early 2017, GUC provided funding to the City's Housing Division in the amount of \$125,000 through its Energy Efficiency Program. The Housing Division utilizes these funds to help leverage CDBG funds from HUD for housing rehabilitation projects, as well as to leverage funds from the NC Housing Finance Agency as part of the Urgent Repair Program. A total of 11 low- to moderate-income households were assisted, and all but one were senior citizens. The table below provides a breakdown of how these funds were used.

Project Address	GUC Funds	Senior Citizen
401 Oak Grove Avenue	\$16,135	Y
1405 Myrtle Avenue	\$13,100	Y
1408 W. 4 <sup>th</sup> Street	\$9,100	Y
2707 Webb Street	\$9,163	Y
1607 W. 5 <sup>th</sup> Street	\$11,878	Y
2713 Webb Street	\$13,395	Y
205 Woodside Road	\$7,634	Y
206 Fairlane Road	\$13,408	Y
1500 Cedar Lane	\$15,154	Y
1800 S. Pitt Street	\$9,665	Y
419 Pittman Drive	\$6,368	N
<b>2017 Total</b>	<b>\$125,000</b>	
Average Household Income	\$23,592.03	
Average Household Size	1.5	

All homes received a complimentary GUC energy audit with recommendations for energy efficiency measures which were incorporated into the rehabilitation or urgent repair project. Housing Division staff is very appreciative of the funding received from GUC and hope that it will continue in the future. If you have any questions about the program or require any additional information, please contact either myself or Karen Gilkey in the Housing Division at (252) 329-4505.

# Memorandum

**To:** Merrill Flood, Assistant City Manager  
**From:** Ben Griffith, Community Development Director *Ben*  
**Date:** March 29, 2017  
**Subject:** National Community Development Week activities

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The week of April 17 – 22, 2017 is designated as “National Community Development Week.” In recognition of this, the City’s Housing Division will be hosting several activities throughout the week. Please see the attached flyer included with this memo. This year’s theme is “Preserving the Community Development Block Grant: A Foundation for Strong Communities” to bolster support for HUD’s Community Development Block Grant and HOME Investment Partnership programs, both of which have been identified to be eliminated by the Trump Administration. Attendees and participants will be asked to sign letters of support requesting continued funding of HUD’s CDBG and HOME programs.

The Opening Ceremony will be held on Monday, April 17<sup>th</sup> beginning at 1:30 PM in Conference Room 329 (“Comstat Room”) on the third floor of the Municipal Building located at 201 W. 5<sup>th</sup> Street. Light refreshments will be provided. In conjunction with April being designated as Fair Housing Month, a “Fair Housing Accessibility: Design & Construction Workshop” will be held at the Greenville Hilton on Tuesday, April 18<sup>th</sup> beginning at 8:30 AM, sponsored by the City’s Human Relations Council and others. A \$20 registration fee includes workshop materials and lunch. Other activities are detailed on the attached flyer. For more information, please contact Sylvia Brown at (252) 329-4509 or [sbrown@greenvillenc.gov](mailto:sbrown@greenvillenc.gov).

Attachment



# National Community Development Week

April 17–22, 2017

## Preserving the Community Development Block Grant: A Foundation for Strong Communities

### Monday, April 17

1:30 PM–3:30 PM

### Opening Ceremony

City of Greenville Municipal Building, 201 W 5th St  
Conference Room 329 (GPD Comstat Room)

This event is free and open to the public

### Tuesday, April 18

8:30 AM

### Fair Housing Accessibility:

### Design & Construction Workshop

The Hilton, 207 Greenville Blvd SW

Register online at <http://coghrc.greenvillenc.gov>

Fee: \$20 upon arrival for non-partners

### Wednesday, April 19

2:00 PM–4:00 PM

### Financial Literacy Workshop

An overview of the FDIC MoneySmart Program

Sheppard Memorial Library, 530 Evans St, Room B

This event is free; registration is not required

### Thursday, April 20

9:30 AM–11:30 AM

### Annual Contractors Workshop

Barnes-Ebron-Taft Community Center

120 Park Access Rd

This event is free; open to general contractors only

For more information, please contact  
Sylvia Brown at (252) 329-4509 or by  
email at [sbrown@greenvillenc.gov](mailto:sbrown@greenvillenc.gov).



COMMUNITY DEVELOPMENT



# Memorandum

**To:** Merrill Flood, Assistant City Manager

**From:** Ben Griffith, Community Development Director *Ben*

**Date:** March 29, 2017

**Subject:** April is Fair Housing Month

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The US Department of Housing & Urban Development (HUD) designates April as Fair Housing Month. This year marks the 49<sup>th</sup> anniversary of the Fair Housing Act, which prohibits discrimination in housing. In recognition of this, the City's Human Relations Council, along with its partners, is sponsoring two Fair Housing seminars. The first is "Fair Housing Laws & Practices on Tuesday, April 11<sup>th</sup> beginning at 10:00 AM and the second is a workshop entitled "Fair Housing Accessibility: Design & Construction" on Tuesday, April 18<sup>th</sup> beginning at 8:30 AM. Both seminars will be held at the Greenville Hilton located at 207 Greenville Boulevard, SW. There is a \$20 registration fee for non-partners, which includes seminar materials and lunch. Please see the attached flyer included with this memo. The registration deadline is April 9<sup>th</sup>. For more information, please contact Human Relations Officer Cassandra Daniels at (252) 329-4494 or cdaniels@greenvillenc.gov.

Attachment



# Fair Housing Seminars

The U.S. Department of Housing and Urban Development (HUD) designates April as National Fair Housing Month. This year marks the 49th anniversary of the Fair Housing Act, which prohibits discrimination in housing. The public is invited to participate in Fair Housing seminars to be held in commemoration of National Fair Housing Month:

## Fair Housing Laws & Practices — Tuesday, April 11 • 10:00 AM

Topics include disability, familial status, emotional and/or service animals, security deposits, leases, and more. This seminar is for property managers, landlords or anyone involved in the housing industry.

## Fair Housing Accessibility: Design & Construction — Tuesday, April 18 • 8:30 AM

Promoting compliance with the Fair Housing Act design and construction requirements.

Register online at <http://coghrc.greenvillenc.gov>. Registration deadline is April 9. Fee: \$20 per seminar for non-partners, includes seminar materials and lunch. Seminars will take place at the Hilton, 207 Greenville Blvd SW in Greenville, NC.

For more information, please call Cassandra Daniels at (252) 329-4494 or email [cdaniels@greenvillenc.gov](mailto:cdaniels@greenvillenc.gov). Seminars partners/sponsors:

